



TRAINING OPPORTUNITY

**Detrick Center for Training and Education Excellence
Fort Detrick, MD**

Course Title: ARMY LEADERSHIP EDUCATION AND DEVELOPMENT (LEAD)

Dates / Location / Hours: 19-23 Apr 04 / Bldg 1520 Classroom 1 / 0800 – 1600. **Participants must attend all days and times.**

Registration Deadline: 10 Apr 04

Cost: No cost for course. **Your organization is responsible for travel cost.**

Vendor: Center for Army Leadership, Fort Leavenworth, KS

Description: Participants completing this course will be able to define their role and responsibility as a supervisor, recognize and use different techniques in supervising people, recognize and apply different techniques for improving team performance, and recognize and apply the Army Leadership Competency

Who should attend: New Supervisors, managers and team leaders. Recommended but not required to complete the Basic Supervision Correspondence Course.

Course Manager: DCTEE, 301-619-7554, Fax 301-619-2884. E-Mail: USAGDCTEE@det.amedd.army.mil

How to Nominate and Apply: FAX DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17, 19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37.

Do not attend unless you have received confirmation from the course manager. Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

NOTES:

Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).